

Cot Lid Meeting

**Attendees: Catrin Hollings, Michael Green,
Steve Nixon, Steve Hardaker**

**Date: 29th Feb 2016
Time: 11.30am – 12.30pm**

Labels required:

1. Serial number + part number – Original position, right side retaining lip centralised.
Small Viamed logo
CE
Address

Start with PP8788, PP8790, PP8787, PP8789
2. Instructions – Add  - Top right corner – One piece
- Top right corner folded (top layer when unfolded)
Viamed logo

SAMPLE Single Piece instructions text:

Standing at the head of the cot, position the cot lid so that the handle is located to the inside edge of the cot.

Slide the lid onto the cot so that the side retaining lips of the lid locate underneath the outer edge of the cot. Slide the lid on the cot and finally elevate the lid slightly to ensure that the second handle is also placed on the inside edge of the cot positioning the lid centrally.

SAMPLE Folded instructions text:

Standing at the head of the cot, with the cot lid folded and the hinges towards you, position the cot lid so that the handle is located to the inside edge of the cot.

Slide the lid onto the cot so that the side retaining lips of the lid locate underneath the outer edge of the cot. Slide the lid to the foot end of the cot and the upper most section of the cot lid can be folded back towards the user and lowered gently into position, centrally on the cot.

All cot lids – to check each design on coming into stock.

3. Viamed logo - top left. See what Viamed clear labels we currently have in stock.

All cot lids – to check each design on coming into stock.

4. Colour co-ordinated for cot lids and cribs.
Bristol Maid – Blue
Arjo-Huntleigh – Green (Sorry the Arjo colours are also Blue)

For compatible cot lids
PP8788 One Piece
PP8787 Folded
Viamed Logo

Add information to instructions “to aid future identification”.

PP8788, PP8787 – Bristol Maid
PP8790, PP8789 – Arjo-Huntleigh

Actions:

Check both texts for Folded and Single Piece cot lids and provide feedback – All
Cot lid photos to be taken – CH

Add second page on instructions – how to identify the correct cot – MG to provide notes.
Add to instructions where to locate “compatible cot lid” sticker – CH

When ordering stickers as for rounded corners and whether different colours would react
the same with cleaning fluids – Pendle signs